



Town of Amherst, New Hampshire  
**Office of Community Development**  
Building · Code Enforcement · Planning · Zoning · Economic Development  
Colleen Mailloux, Community Development Director

## **NON-RESIDENTIAL SITE PLAN APPLICATION**

**1. Type of Application:** (check all that apply)

- |                                                           |                                              |
|-----------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Discussion                       | <input type="checkbox"/> Design Review       |
| <input type="checkbox"/> Non-Residential Site Plan (NRSP) | <input type="checkbox"/> Final Approval      |
| <input type="checkbox"/> Change of Use                    | <input type="checkbox"/> NRSP Amendment      |
| <input type="checkbox"/> Sign Master Plan                 | <input type="checkbox"/> Scenic Road Hearing |
| <input type="checkbox"/> Affordable Housing               | <input type="checkbox"/> Workforce Housing   |

**2. Project Name:** \_\_\_\_\_

**3. Project Address:** \_\_\_\_\_ **Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**4. Zoning District and Subdistricts:** (check all that apply)

- |                                                                                      |                                                 |
|--------------------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Aquifer Conservation & Wellhead Protection District (ACWPD) | <input type="checkbox"/> Commercial Zone (C)    |
| <input type="checkbox"/> Flood Plain Conservation District (FPCD)                    | <input type="checkbox"/> General Office (GO)    |
| <input type="checkbox"/> Historic District (HD)                                      | <input type="checkbox"/> Industrial (I)         |
| <input type="checkbox"/> Limited Commercial (LC)                                     | <input type="checkbox"/> Northern Rural (NRZ)   |
| <input type="checkbox"/> Northern Transitional (NTZ)                                 | <input type="checkbox"/> Residential/Rural (RR) |
| <input type="checkbox"/> Wetland & Watershed Conservation District (WWCD)            |                                                 |

**5. Primary Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

☐ Applicant ☐ Owner ☐ Attorney ☐ Surveyor/Engineer **Phone:** \_\_\_\_\_

**6. Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**7. Owner's Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**8. Surveyor/Engineer or Attorney (Firm):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**9. Purpose of Plan:** (as stated on plan)

\_\_\_\_\_

\_\_\_\_\_

**10. Site Area:** \_\_\_\_\_ **Existing Building Area:** \_\_\_\_\_ **Add'l Building Area:** \_\_\_\_\_

**No. Stories:** \_\_\_\_\_ **Percent Open Space:** \_\_\_\_\_ **No. Parking Spaces:** \_\_\_\_\_

(Note: Building Area refers to gross building area)

## INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)

For an application to be scheduled on the next available Planning Board agenda, the following items SHALL be submitted to the Planning & Zoning Department by close of business on the officially posted submittal date:

### 1. Completed and signed Non-Residential Site Plan Application Form

The application will not be placed on the Planning Board agenda unless all required signatures are on the application. The owner SHALL sign the application form.

### 2. Four (4) large prints, ten (10) 11"x17" prints and one PDF digital copy of the plan set.

Plan(s) shall include all applicable information as described on the attached NRSP, WRMP, CUP, or Affordable Housing Checklist(s) or attached to the application. PDF files may be emailed to [smarchant@amherstnh.gov](mailto:smarchant@amherstnh.gov) or submitted via CD, DVD, or thumb drive at the time of application.

### 3. Completed Checklist, Waivers, and Abutters

The applicable checklist shall be completed as part of the application, including waiver requests with appropriate documentation, and two (2) sets of gummed, typed, mailing labels for all abutters as defined by RSA 672:3, including licensed professional on plan, owners, and applicants.

### 4. Application Fee and Abutter Mailing Labels

Fees will be determined at the time you turn in the application. Fees are based on the type of permit and number of certified mailings which must be sent. All checks are to be made payable to the Town of Amherst.

Fee Calcs: Fee per type of application \$ \_\_\_\_\_ + (\$7 x \_\_\_\_\_ abutters = \$ \_\_\_\_\_) = \$ \_\_\_\_\_ total due

## AUTHORIZED SIGNATURES

*I/We have read the Non-Residential Site Plan Regulations and the Zoning Ordinance (as applicable). The undersigned understands that the Amherst Planning Board must have a completed application on file with the Planning & Zoning Department in accordance with the Planning Board's annual schedule of meeting and deadline dates. I/We also certify that the abutters are as shown in the Town's records within five (5) days of the filing of this application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Owner(s): I/We, as owner(s) of the property described hereon, certify that this application is correctly completed with all required attachments and requirements in accordance with the Non-Residential Site Plan Regulations and the Zoning Ordinance for the Town of Amherst. I/We also authorize members of the Amherst Planning Board and its agents to access the property described on this application for on-site review of the proposed application.

\_\_\_\_\_  
Name (please print) and Title

\_\_\_\_\_  
Date

If Applicable:

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this NRSP Application and represent the property owner on matters relative to the Town's NRSP approval process.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date